

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Procurement and Services Officer I (Salary: \$4216 - \$5079)
Position Effective Pending Budget Enactment

Tenure/Time Base: Permanent, Full-time

Location: Veterans Home of California – West Los Angeles
 800 Bringham Rd., West Los Angeles, CA 90049
Temp. (Approx. 2 yrs.) Offices Currently At: 6150 Van Nuys Blvd., Van Nuys CA 91401

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. **SROA/SURPLUS PROVISIONS APPLY.** Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

Duties and Responsibilities:

- Uphold standards for the purchasing of goods and minor services in accordance with State law, Department of General Services (DGS) requirements and guidelines, the Purchasing Authority Manual (PAM), California Department of Veterans Affairs (CDVA) delegation authority, and CDVA policies and procedures.
- Collect purchasing data monthly and compile purchasing, budget and quality assurance reports. Review and approve purchase requests (Purchase Orders, Form 5's). Monitor warehouse and laundry operations.
- Review Certified Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) inclusion in purchase requests. Provide monthly SB/DVBE report to Administration and CDVA Office of Procurement & Contracting (OPC).
- Input information into Meditech, process purchase orders and run reports as needed.
- Assist in the preparation of Budget Change Proposals (BCPs).
- Participate and provide input to various facility committees
- Understand and demonstrate principles of personnel management and supervision. Evaluate employee performance and complete probationary reports, annual performance appraisals and other paperwork required of a department manager and supervisor. Provide oversight, evaluation and training to student interns.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Division
 1227 "O" Street, Room 404
 Sacramento, CA 95814

Attn: Jacque Ruiz, M80#019G 08/09

Inquiries:

Voice: (916) 653-2535
 TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#019G-08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE